

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-62

OPEN TO: In-House Candidates Only
POSITION: Safety Program Coordinator, FSN-8, FP-6*
POSITION NO: I-52832
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: Rs.904, 666 p.a. (Starting salary)
(Position Grade: FSN-8)

OPENING DATE: April 24, 2012
CLOSING DATE: May 7, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of a Safety Program Coordinator in the Facilities Management Office.

BASIC FUNCTION OF POSITION:

Incumbent serves as the Safety Program Coordinator with responsibility for assisting the Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post and assures that all government-owned and leased property in country meet the Departmental requirements. Incumbent reports directly to the Post Occupational Safety and Health Officer. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of fourteen years of education in science or arts is required.
2. **EXPERIENCE:** Five years experience is required. Out of which two years in the maintenance or construction field and three years of work experience as a construction supervisor or quality control assurance inspector with experience managing people and resources.
3. **LANGUAGE:** Level III English (Good working knowledge) Speaking/Reading/Writing and Level IV Urdu (fluent) Speaking/Reading/Writing are required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have general specialist knowledge of environmental safety standards.
5. **ABILITIES & SKILLS:** Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects is required. Excellent interpersonal and communication skills are required. Must have an ability to be flexible, resourceful, service-oriented, and self-motivated, and to work within the existing mission structure. Must be proficient in MS Office Suite. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov . The Vacancy Announcement Number (e.g. 12-XX) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 7, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.